

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 07-192

OPENING DATE: 15 June 2007

CLOSING DATE: 16 July 2007

ANTICIPATED FILL DATE: 19 Aug 07

POSITION TITLE AND NUMBER

Flight Operations Specialist (Exc/Indef)
PDCN R9433000, MD#: 4142-62

UNIT/ACTIVITY AND DUTY LOCATION

Army Aviation Support Facility #2 (AASF # 2)
NCARNG, Salisbury, North Carolina

GRADE AND SALARY(Includes Locality Pay of 12.64%)

GS-2102-08 \$39,594.00 – \$51,475.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the NATIONWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATION REQUIREMENT: Must have 18 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required 18 months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect 18 months of specialized experience*) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of Army Aviation and Federal Aviation Administration regulations and procedures.
2. Knowledge of air traffic rules, radio facility charts, flight information manuals, Airman's Guide and other applicable flight activity publications.
3. Knowledge of and ability to provide aircraft following services.
4. Knowledge of Automated Flight Records Program for all crewmembers.
5. Knowledge of Flight Pay Procedures for all crewmembers.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/ Electronic Fund Transfer Program. 3. The recommended applicant will not be approved until the appropriate physical examination is completed.

MILITARY ASSIGNMENT: Assignment to a compatible Warrant Officer or Enlisted position in the NCARNG is mandatory. (WO: 15, 420A, 920A; Enl: CMF 15, ASI: Q2)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Conducts preflight pilot briefings in accordance with National Guard regulations and directives. Briefs pilots on mission, aircraft and flight plan. Briefs and provides pilots with information on mission restrictions; on-route navigational facilities and equipment, hazards and terrain; weather forecasts; notices to airmen (NOTAMS) and deviations to flight plans when required. Is responsible for assuring pilot and crew are qualified in aircraft to be flown and for type of mission to be performed. Is responsible for completion of risk analysis projection. Determines when flight requires higher level approving authority. As flight approving official, signs briefing documents upon completion of mission preflight briefings. Make recommendations to pilot-in-charge when flights should not be attempted. Conducts post mission debriefs. Provides flight following services for all local and maintenance test flights. Responsible for direct voice communication with aviators in flight to transmit and receive information such as flight plan changes, weather advisories, NOTAMS, other aeronautical information and data affecting safety of flight. Processes extended and local clearances, including examination for conformance with flight rules and regulations. Processes, clears and transmits flight plans and flight progress messages to appropriate agencies (FSS, ACT tower, ARTCC) which may require use of service B equipment. Responsible for initiating search and rescue for overdue aircraft and implementing the crash rescue plan in the event of an aircraft accident. Prepares, maintains and files records, charts, graphs, and reports allied to flight operations and flight training activities such as aircraft utilization reports, aircrew information reports, individual flight records, notice to airmen (NOTAM) file and airfield data. Compiles and summarizes reports for analysis through the use of a computer system and peripheral equipment. Maintains and accounts for aircrew training records, medical recommendations, aeronautical orders, physiological training, and aviation service data. Maintains arrival and dispatch records for inbound and outbound aircraft. Schedules and dispatches assigned aircraft and aircrews. Serves as the Synthetic Flight Training System (SFTS) coordinator by scheduling and providing necessary administrative support for aviator training. Maintains current file of aircraft flying regulations and navigational information such as radio facility cards, instrument approach procedure charts, aeronautical charts, Airman's Information Manual (AIM), airport directory, location identifiers, ATC procedures manual and Army Flight Information Publications. Supervises on-the-job training of unit flight operations personnel performing equivalent training or accomplishing a split unit training assembly at the facility. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs..2. A PCS will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. Applicants will be advised in writing at the interview. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. This position is to be filled indefinite. Individual selected may be terminated from employment upon receipt of a 30 day notice if shortage of funds or workload so dictates. Selected individual will be eligible for retirement and insurance benefits. Selected individual may be non-competitively converted to a permanent status if this position becomes permanently funded

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION:

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